

# Jacob Harding

example@myemail.com | (098) 765-4321

456 My Street, San Diego, CA 76543

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Mariana Olsen  
Robert Half  
123 Your Street,  
Houston, TX 12345  
(123) 456-7890  
example@youremail.com

[month, day, year]

Dear Ms. Olsen,

Reducing events expenses by 45% last year by sourcing the most cost-effective yet high-quality venues was the most significant achievement of my career so far. I am excited to offer the same efficiency and strategic skills in an administrative role at Robert Half.

As a professional and driven administrative assistant with three years of industry experience, I am drawn to Robert Half's reputation for unbeatable customer service. I feel that my attention to detail and results-orientated work ethic make me the perfect fit for your organization. Some of my recent achievements include:

- Receiving written recognition for providing outstanding administrative support to the Senior Leadership Team
- Redesigning the stock inventory system to reduce waste by 35% in 2020
- Achieving a consistent client satisfaction rate of over 95% since starting my current role

I would like to arrange a meeting to discuss how my abilities and professional knowledge can help colleagues and clients at Robert Half. Please let me know what time and date are convenient.

Sincerely,

Jacob Harding

P.S. Let me tell you why my colleagues voted me Employee of the Year in 2019.